



## U.S. PASSPORT INFORMATION

### U.S. Embassy Guatemala City

#### Replacement of an emergency passport for minors age 16 - 17 will be processed by appointment only

To make an appointment go to  
[Appointment system](#)

Make sure that you meet the requirements and have **all** the documentation ready the day of the appointment.

Please be informed that the child's **SOCIAL SECURITY NUMBER IS REQUIRED** to process the passport application. If the child has never had or applied for a social security number, one of the child's parents will be required to submit a declaration under penalty of perjury that the child was never been issued a social security number (this document will be provided at the Embassy upon your arrival).

Please note that for any documents that require notarization, we can only accept documents notarized by a consular officer at the U.S. Embassy in Guatemala, by a notary public from the United States or by a consular officer at another U.S. consular facility overseas. We cannot accept local Guatemalan notaries.

Please also note that applicants are responsible for providing translations of court documents, if required by the consular officer.

If you have an emergency passport, you have already paid a fee for it and this passport was issued **within one year**, you can replace your passport with the same fee without extra cost. If your emergency passport expired and was issued more than one year ago or you did not pay the fee of an emergency passport you need to pay a fee and proceed as if it was a [Passport Renewal for Minors age 16 – 17](#) (PDF - 294KB).

The day of the appointment applicants need to bring:

- ☐ Passport application **form DS-5504** filled online and printed. To complete online go to: <https://pptform.state.gov/>
- ☐ **Proof of U.S. Citizenship:** submit your emergency passport.
- ☐ **One color passport photo, 2" X 2" on a white background.** Check [photo](#) requirements.
- ☐ At least one **parent must appear with the child and sign the application for parental awareness:**

- ☐ **Proof of identity for at least one parent or the authorized legal guardian.**  
Any government official document with both name and picture, valid and in good condition.
- ☐ In case the parent is unable to sign, the parent will be required to bring a previously known witness and fill out form [DS-71](#). We are not able to accept fingerprints as a substitute of signature.
- ☐ **If neither parent is present, please bring:**
  - Notarized form [DS-3053](#) from one parent
  - Copy of the parent's valid government ID provided at the time of having the form DS-3053 notarized.

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Passport applications are sent to the United States for printing and takes approximately **ten business days** to process. Your process will be delayed significantly if you are missing any of the requested documents. You will receive a pick-up note indicating when your passport will be ready to be picked up at the American Citizen Services Unit or a courier bill for the local delivery companies (optional service).